



JOB DESCRIPTION

Job Title:

Children's Ministry Coordinator

Hours:

Hourly - 10-15 hours per week, including Sunday mornings

Primary Job Location:

St. John's Episcopal Church, Decatur, Alabama

Supervisor:

Director of Family Ministries

Job Summary:

St. John's Church in Decatur, AL, is seeking a part time Children's Ministry Coordinator who is passionate about educating, inspiring, and nurturing children in their relationship with Jesus Christ. The ideal candidate will be a committed Christian who can support St. John's and the Episcopal Church's commitment to sound spiritual formation and education, respecting the dignity of every human being, social justice, radical hospitality, sharing the love of Christ, and building up the Kingdom of God.

Responsibilities:

- In collaboration with the Director of Family Ministries, initiate, implement, and oversee children's religious curriculum at St. John's.
- Recruit, train, and equip Sunday School teachers and assistants.
- Coordinate, train, and equip Nursery Attendants.
- Ensure volunteers have completed their required training (Safeguarding God's Children, CPR, Etc.)
- Work alongside parents/caregivers to provide resources for the spiritual development of their children.
- Prepare and facilitate annual calendar of Children's Ministry events (Back-to-School, Pageant, etc.)
- Plan, coordinate, and lead Vacation Bible School.
- Develop and maintain Children's Ministry budget.
- Purchase and inventory Children's Ministry supplies.
- Regularly participate in the worship and community life of St. John's.
- Communicate and advocate with the congregation about Children's Ministry programs.
- Maintain and regularly update the Children's Ministry website and social media.
- Attend weekly staff meetings.

Qualifications:

- A baptized Christian with a well-grounded and mature Christian faith, with the ability to articulate it to young people.
- Experience in childcare, early childhood education, or related field preferred.
- CPR and First Aid certification (or willingness to obtain).
- The ability to prioritize and manage multiple projects simultaneously and follow through in a timely manner
- Strong written, verbal, interpersonal, and listening skills.
- Effective, concise, and thoughtful communicator.
- Must pass a background check, attend on-line Safeguarding God's Children training, and adhere to the church's child safety policies.

Schedule:

- Availability on Sunday mornings, holidays, some Wednesday evenings, and occasional special events.

Compensation:

- \$24 per hour

To Apply

Please submit a resume, cover letter, and three references to the Rev. Chase Ackerman, Rector, chase@stjohnsdecatur.org.

Applications will be received and reviewed until the position is filled.